

**ELK GROVE COMMUNITY SERVICES DISTRICT
MINUTES OF A REGULAR BOARD MEETING
Tuesday, January 6, 2004 – 6:30 p.m.
EGCSD Administration Building**

ATTENDANCE:

Directors present included Gerald Derr, Elliot Mulberg, Pat Perez, and Elaine Wright. Director McElroy was excused from the meeting.

General Manager Rita Velasquez, Administrative Services Director Jeff Ramos, Fire Chief Keith Grueneberg, and Administrator of Parks & Recreation David Wigginton were also in attendance.

A. CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. President Perez called the meeting to order at 6:30 p.m.
2. Director Derr led the Pledge of Allegiance.

B. ANNOUNCEMENTS/PRESENTATIONS

1. NONE

C. DEPARTMENT HEAD REPORTS

1. General Manager – Rita Velasquez stated staff is working on updates for the Goals and Objectives Workshop, along with mid-year budget reports; the items will be forwarded to the Board at the second meeting in February. Interior work is progressing nicely at the Barbara Morse Wackford Complex and a spring dedication is slated for the Fire Training facility.
2. Administrative Services Department – Jeff Ramos indicated the CSD's Comprehensive Annual Financial Report (CAFR) has been mailed off to the GFOA and the CSFMO for consideration of their respective financial reporting awards; Richardson & Company will be in attendance at the next Board meeting to present the CAFR to the Board for the fiscal year ended June 30, 2003. December events attended by staff included open houses for the Wilton Fire Protection District, the Northern California Special District's Insurance Authority, and the Elk Grove Chamber of Commerce. Staff also attended the Laguna West Annexation Celebration sponsored by the City of Elk Grove. Ongoing projects include the Laguna West landscaping project, the land purchase for Fire Station 72, billings for the training facility and the Wackford Complex, and completion of annual W2s and 1099s for District staff and consultants.
3. Parks & Recreation Department – Under the Recreation Division, David Wigginton reported the Herbs in the Kitchen class, with over 100 participants rounded out a series of fall gardening workshops presented in partnership with the Elk Grove Community Garden and Sacramento Master Gardeners; the Adult Volleyball Program also finished up this past month with the ten teams and 100 plus players eagerly awaiting the start of next season in March; staff hosted Kids Night Out at the Youth Center, giving parents an opportunity to enjoy a night out to themselves; the Department, along with Home Town Buffet hosted the fifth annual Breakfast with Santa, where children of all ages enjoyed a breakfast buffet, craft activities, and a special time with Santa.

In the Parks Division, staff completed 159 work orders; planted 50 trees; and replaced 250 shrubs in various parks and landscape areas. Work continues at the Elk Grove Regional Park, with the replacement of 20 irrigation heads, restoration of picnic tables, and cleanup of massive amounts of leaves using a new leaf vacuum.

In the Planning and Design Division, twelve projects were plan checked; pre-fabricated restrooms were ordered for the Jones, Strong, Johnson, and Rau Parks; bids will be received for the Johnson Park Recreation Center January 7; staff is completing construction documents for Phase 2 of Johnson Park; and a status report of upcoming park development projects are included as part of the January 2004 Report to the Board.

Under the Administrative Division, David reported the Recreation Master Plan is well under way. Staff continues to meet with the Focus Group, consisting of community leaders representing youth sports, the School District, EGAFT, Elk Grove Teen Center, Elk Grove Senior Center, and individuals to discuss future recreation needs of the community. Staff attended the Upper Laguna Creek Collaborative meeting, along with representatives from Sacramento County Water Resources, the City of Elk Grove, Sacramento Regional Sanitation District, Laguna Creek Watershed Council, Sac County Planning, and Southgate Recreation and Park District. The goal of the Group is to collaborate in the design of a multi-functional drainage corridor for the Upper Laguna Creek Watershed that will accommodate the goals of all agencies involved.

By way of general information, year-to-date program participation is at 208,155, approximately 31,000 over last year. For the month of December, Laguna Town Hall had 4,100 visitors; monetary donations of \$4,100; and received 911 volunteer hours valued at approximately \$6,149.

4. Fire Department – For the month of December, Chief Gruenberg reported crews assisted with the pick up of toys for the Annual Police and Fire Department Toy Drive; assisted with the Elk Grove Food Bank's Holiday Basket giveaway; conducted a tour of Station 74; and participated in the Santa and Sirens Program. He commended Kristyn Staby, CSD's Public Information Officer for all her hard work in the coordination and implementation of the events that took place over the busy holiday season. As for statistics, Chief Grueneberg indicated unofficial year-to-date call volume total for 2003 is at 8,023, compared to 6,390 calls in 2002.

D. COMMUNICATIONS FROM THE PUBLIC

1. NONE

E. CONSENT CALENDAR

1. The Board approved the December 16, 2003 minutes of a regular Board meeting, with a modification to Item B4, under Announcement/Presentations: "Adelay Idler, on behalf of the Elk Grove/Laguna Women's Group presented a \$10,000 check to Fire Chief Grueneberg towards the purchase of a *third* thermal imaging camera for the CSD Fire Department . . ." Mulberg-Derr, Perez, Wright – yes; McElroy – absent.
2. The Board congratulated the Parks & Recreation Department staff for being selected for an Achievement Award by CPRS in the category of Park Operations and Maintenance. Jerry Fox indicated the Department was selected for an innovative technique researched and developed by Dave Womack for repairing damaged playground equipment by using a plastic welder. The technique has since been taught to 18 other park agencies and has helped the industry as a whole in working more efficiently with less tax dollars.

The presentation of the award will be made at the Awards & Installation Banquet on Friday, March 12, 2004 during the 56th Annual California and Pacific Southwest Recreation and Park Training Conference at the Anaheim Convention Center.

3. The Board declared Parks Vehicle No. 4 to be surplus property, and authorized staff to dispose of the vehicle. Wright–Mulberg, Perez, Derr – yes; McElroy – absent.

F. ADVERTISED PUBLIC HEARINGS

1. NONE

G. PUBLIC HEARINGS

1. NONE

H. STAFF REPORTS

1. The Board reviewed the feasibility of providing an in–ground skate park at the Barbara Morse Wackford Community Complex and authorized staff to pursue the project, along with the appropriation of an additional \$200,000 towards the project. The Board also authorized the General Manager to sign all documents relative to the design and construction of the project, with the final design coming before the Board for approval. Staff is to incorporate amenities for advanced skaters in the design; engage user groups of skate boarders when designing the amenities; and research a potential site for reutilization of the existing portable ramps on the east side of Highway 99 upon completion of the in–ground skate park. Derr–Wright, Mulberg, Perez – yes; McElroy – absent.
2. The Board approved the following fee structure for sports field rentals as proposed by staff. Wright–Derr, Mulberg, Perez – Yes; McElroy – absent. Director Mulberg asked staff to consider looking at two–hour increments for field rentals as opposed to hourly rates, and to block out specific time frames where individuals who wish to reserve the sports fields can.

Facility	Staff Fee	Light Fee	Field Use Fee Daily Rate	Field Use Fee Hourly Rate
CSD Sports Fields	\$25/Hour	\$20/Hour	\$130 – 1 Day \$65 – Additional Half Day	\$15/Hour

I. BOARD OF DIRECTORS BUSINESS

1. NONE

J. COMMUNICATIONS FROM THE PUBLIC

1. NONE

K. IDENTIFICATION OF ITEMS FOR FUTURE MEETING

1. NONE

L. ADJOURNMENT TO EXECUTIVE SESSION

1. The Board adjourned to an Executive Session at 7:25 p.m.

M. EXECUTIVE SESSION

A closed session was opened at 7:32 p.m. to discuss the following items:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION –
TITLE: DEPUTY ADMINISTRATOR OF PARKS, FACILITIES, AND DEVELOPMENT
(Government Code Section 54957)
2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
*(Significant exposure to litigation pursuant to subdivision (b) of Government Code
Section 54956.9 – One Case)*

N. REOPEN REGULAR MEETING

President Perez reopened the regular Board meeting at 7:51 p.m.

O. ADJOURNMENT

With no further business, President Perez adjourned the regular meeting at 7:52 p.m. with nothing to report from the Executive Session.

Respectfully submitted,

Rita K. Velasquez
Secretary of the Board